

SC SUNS Tech Note SC6 - Adding a School

Symptom:

Your district has opened a new school, or you need to add a school that was not set up during the SUNS installation.

Solution:

To add a school, you need to configure each of the three SUNS components—the SIFWorks ZIS, the Edustructures SIF Agent for SASIxp, and the Student Locator Agent—to communicate information about that school.

Naming Convention

Each school in SUNS has its own SIF Zone. SIF has adopted a naming convention for school zones that consists of the first word of the school name in ALL CAPS, followed by an underscore (“_”), followed by the seven digit ID number for that school (which consists of the four digit district ID + the three digit school ID).

For example, if your school is “Westside Elementary”, your district ID is 7777, and the school ID for “Westside Elementary” is 097, then the state ID for that school is “7777097”, and the proper zone name is WESTSIDE_7777097 per the naming convention.

Sections and Order

This document is divided into three sections. Section I discusses how to add a school to the ZIS. Section II discusses how to add a school to the SASI Agent. Section III discusses how to add the school to the Student Locator Agent. It’s best to do the steps in the order set forth in this document.

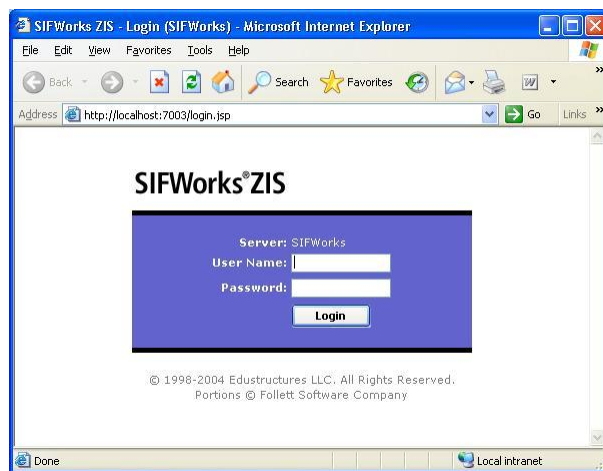
Section I: Add School to ZIS

Begin by adding the school to the ZIS.

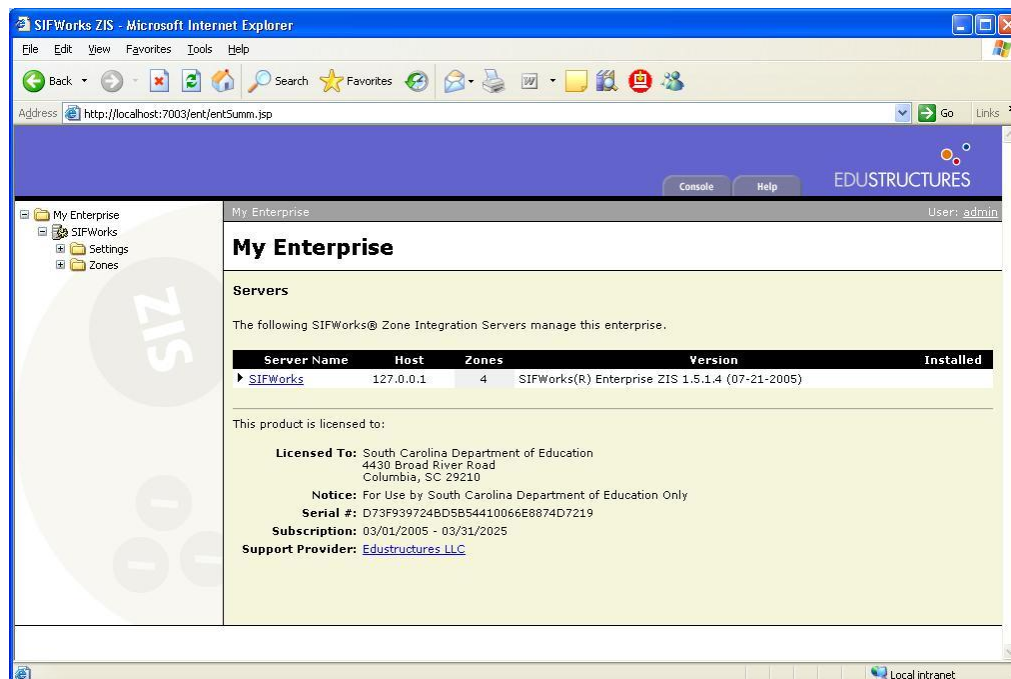
1. **From the Start menu, select the Edustructures ZIS console**
On Windows XP and Windows Server 2003, the console is at:
Start->All Programs->Edustructures-> ZIS->ZIS Console

On Windows 2000 and earlier, the console is at:
Start->Programs->Edustructures->ZIS->ZIS Console

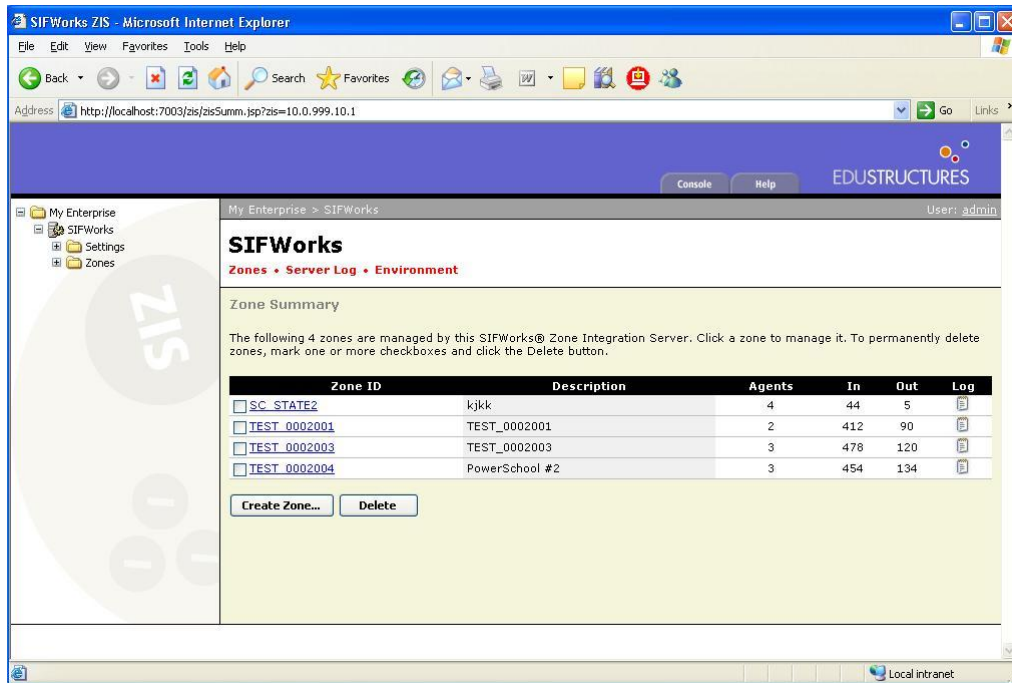
You see a web browser with the ZIS login page:



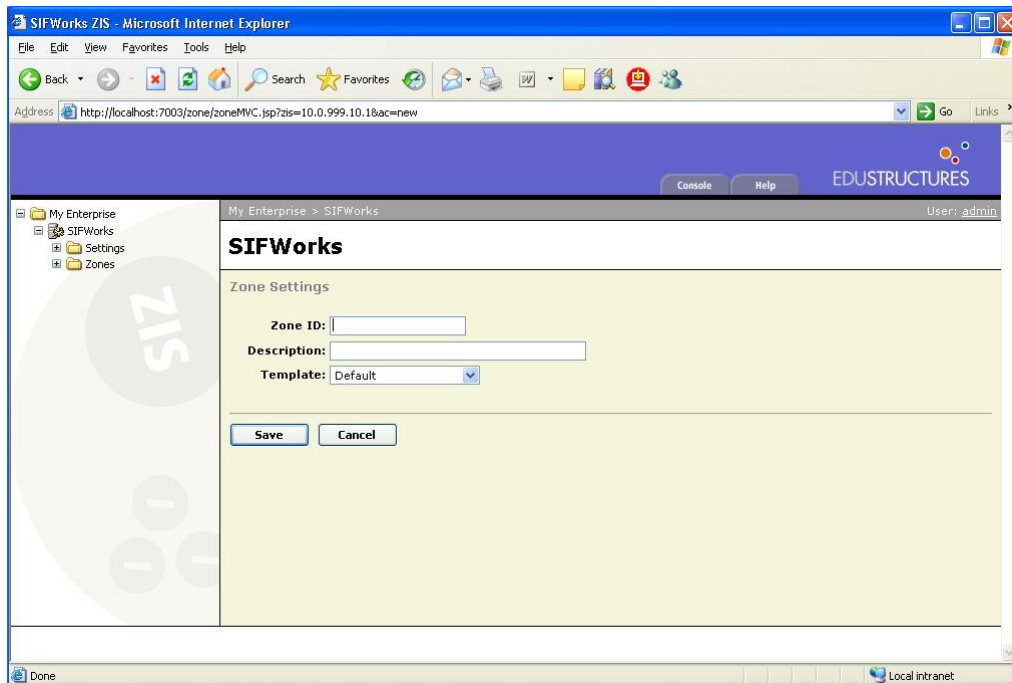
2. **Enter the login name “admin” and the administrator password** (if this is the first time you’ve logged in, it will prompt you to set a password).
After logging in, you see the ZIS console view as shown below.



3. Click on the **Zones** link in the upper left side of the ZIS console.
You see a list of the zones (schools) currently set up in the ZIS.



4. Click the **Create Zone** button.
You see the Create Zone page.



5. **In the Zone ID field, enter the zone name.**

This is in the format AAAAAAAAAA_DDDDNNN, where AAAAAAAAAA is the first name of the school in ALL CAPS, DDDD is the four digit district number, and NNN is the three digit school number; in other words, the zone name is set according to the naming convention described earlier.

6. **In the Description field, enter the full name of the school.**

7. **Make sure the Template menu is set to “Default” so that the agents are automatically pre-configured in the ZIS for you.**

8. **Click Save.**

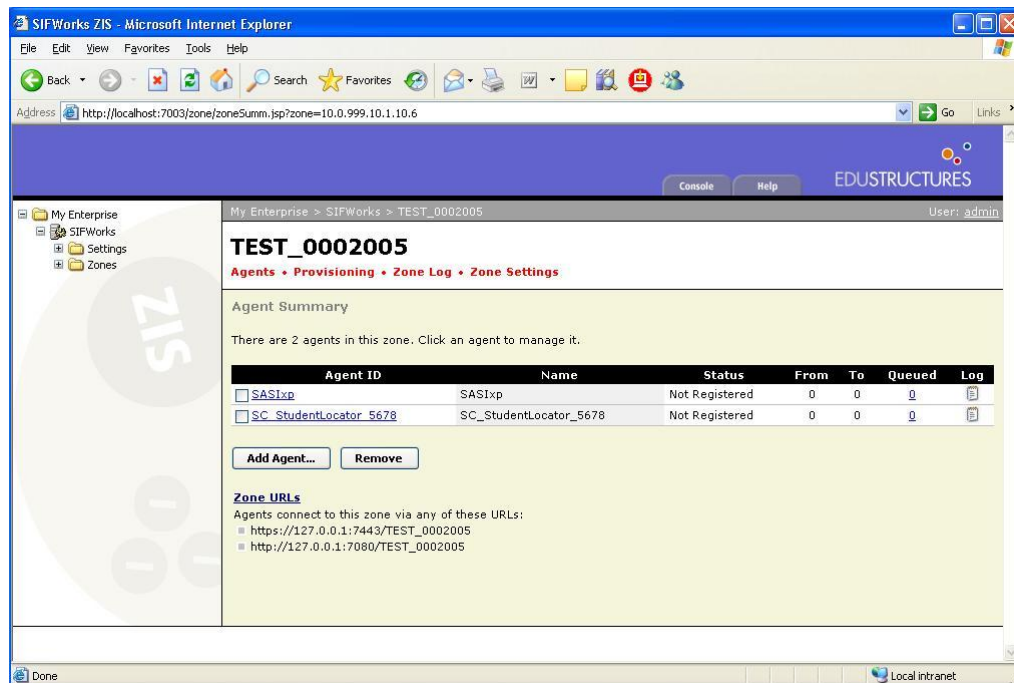
You are returned to the list of zones. The zone you just added appears in the list.

9. **Click on the zone you just added.**

You see the agents that are part of that zone.

10. **Verify that the correct agents are included in the zone.**

There should be two agents listed, one with the agent ID of **SASIxP** and one with the agent ID of **SC_StudentLocator_DDDD** where **DDDD** is your district’s four digit district code. See the image below for an example.



Section II. Add the School to the SASI Agent

1. Open the SASI agent console:

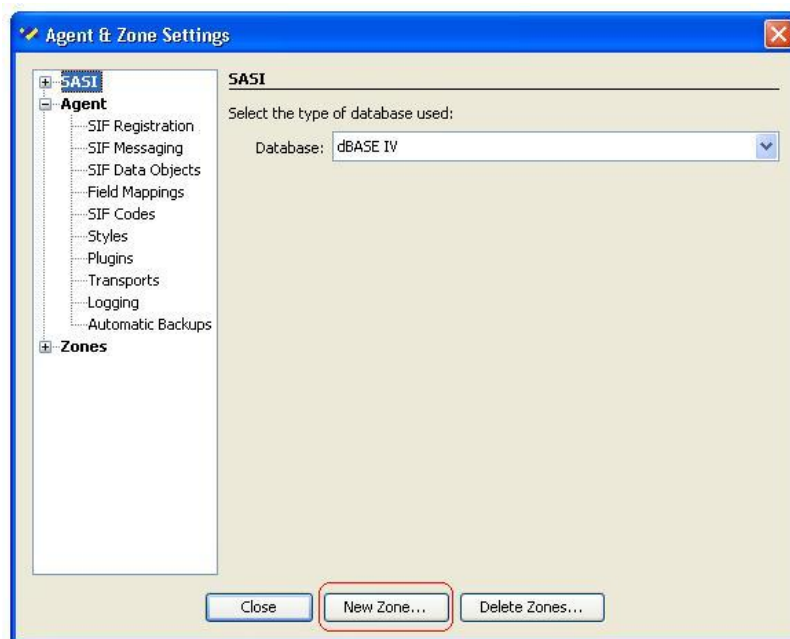
If the agent is running as a service, stop the service and run in stand-alone mode.

- a) Open the Services applet in Control Panel
- b) Find the service named "Edustructures SASIxp SIF Agent"
- c) Stop the service named "Edustructures SASIxp SIF Agent". *Do not make any changes to the "Edustructures SASIxp SIF Agent Database" service; you should leave that database service running.*

If the agent is running standalone mode, there will be an icon for it in the tray in the lower right corner.

- a) Click the icon in the tray to bring up the SASI SIF Agent console

2. Use menu option Tools -> Settings. Select New Zone, and the New Zone window will display.



3. Enter the Zone ID, Zone URL, Zone Type, School Number, School Year and UNC Path.

New Zone

General Options

Zone Integration Server

Zone ID: AAAAAA_DDDNNN

Zone URL: http://localhost:7080/AAAAAAA_DDDNNN

Zone Type: School

School

School Number: 999 School Year: 2007-2008

dBase IV Database Settings

UNC Path: \\server\\folder\\sasi_instance

OK Test Cancel

- Enter the Zone Name exactly the same as you did in Section I for the ZIS. Zone names are case sensitive, so make sure you enter the Zone Name exactly. Example: AAAAAA_DDDNNN
- Press the <TAB> key, and the Zone URL field will pre-populate with localhost, port, and zone name.
- Zone Type = School
- School Number is the 3 digit SASI school ID.
- School Year is the current school year. Example: 2007-2008
- UNC Path is the network path to the school's SASI folder. Do not include the "datafiles" folder. The path must be to the SASI root folder that contains the datafiles folder, not to the datafiles folder itself.

Example: \\server\\folder\\sasixp

If your district uses the SASI Qualified Data Folders option (also known as separate subfolder data files), click the Options tab and enable checkbox for This School uses Qualified Data Files. Most districts do not use QDF.

- g. Click Test. A successful result will display the name of the school. Click OK to continue.
 - h. After a successful test, click OK to complete the zone registration process. A Preparing Zone window will display, and a progress bar for enrollment records will display. Then a message will display that changes have been made to AFLM, AFDM for event monitoring. Click OK to continue.
- 4. Enable SIF in SASI as follows:**
- a. Log into the SASI application. Open the Create New Files atom located in File Management folder. Enable the Use Database Definition checkbox. Locate and highlight AEVT (Event Transaction log). Click Create. The system will create the file.
 - b. Open the sasixp.ini file and add or change the following parameters to the values indicated:
[Monitoring]
UseMonitoring = True
UseEnrMonitoring = True
UseAttendMonitoring = False

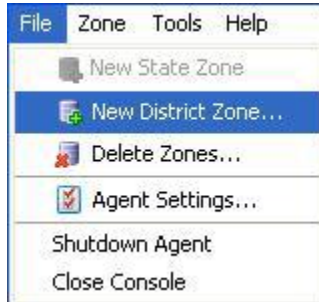
Save the sasixp.ini file with the changes.
 - c. Copy field and file monitoring configuration files from another SASI\DATAFILE instance. The files are:
 - AFLM.MDX
 - AFDM.DBF
 - AFDM.MDX
 - AFLM.DBF

Section III. Add the School to the Student Locator Agent

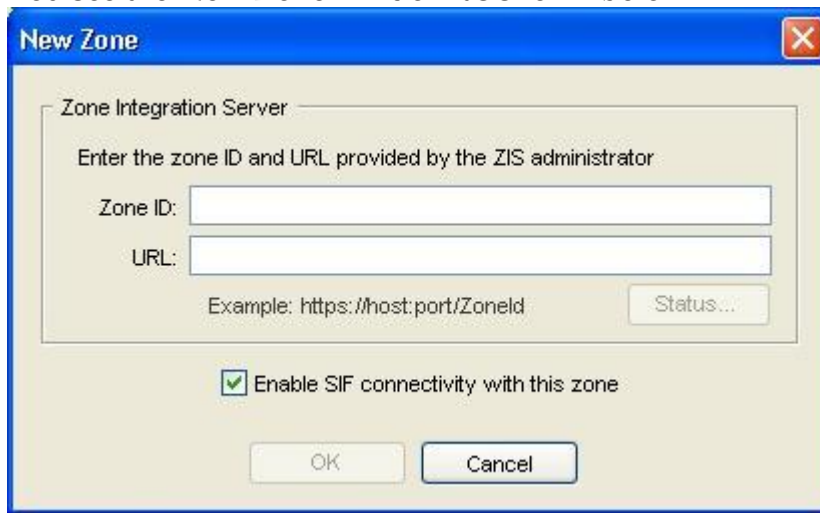
- 1. Open the Student Locator Agent console from the Start menu.**
From the Start menu, select:
All Programs -> Edustructures -> Student Locator -> Student Locator Console

A small icon is added to the "System Tray" at the lower right of your Windows desktop.
- 2. Click the icon in the System Tray.**
You see a message asking if you want to connect the console to the agent running "On this computer" or "On a remote computer", with the button for "On this computer" selected.

3. **Leave the “On this computer” button selected and click Connect.**
You see the Student Locator Agent console window.
4. **Make sure you are in the Zones view** (if necessary, click on the Zones icon at the left of the Student Locator Agent console).
5. **In the Zones view pane at the right of the console, double-click the “District Zones” line.**
6. From the File menu, select New District Zone...



You see the New Zone window as shown below.



7. **In the Zone ID field, enter the zone name.**
Also known as zone ID, this is in the AAAAAAAAAA_DDDDNNN format, the same ID you used for the ZIS and the SASI agent.
8. **Press the TAB key.**
Pressing TAB moves from the Zone ID field to the URL field and automatically fills in the URL field.
9. **If the number 7080 appears in URL field, change it to 7443, which is the correct port number.**
10. **Make sure that the “Enable SIF connectivity with this zone” checkbox has a checkmark in it to be sure of connecting immediately.**

11. Click OK.

If a message appears saying “The agent could not successfully connect to the zone integration server and/or the application database”, click Details, copy the error listing in the Details view, and contact DTS with the information from the Details view.

12. Synchronize data from SASI in Student Locator.

- a. Use menu option Tools -> Synchronize. Synch Wizard displays. Click Next.
- b. A list of available zones to populate will display. Right click on Zone Name. Choose “deselect all”, and all zones will be cleared. Enable the school recently added. Click Next.
- c. A request is sent to SASI to provide all student and enrollment records. Click Next when the process is complete, then click Finish.

13. From Student view, enable filter for Students Without ID. Right click on school name, then submit students for IDs.